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ABSTRACT

The bibliography of information sources for college and university students wishing to study, work, or travel abroad consists of three major section. The first is a list of 50 key organizations and publishers that can furnish publications lists or free information on study/work/travel abroad. The second section identifies 37 reference materials covering study abroad, international education, credit transfer, evaluation of programs abroad, general cross cultural issues, and pre-departure and reentry orientation resources. The third section lists 71 reference materials to be included in a study/work/travel abroad resource library. These are grouped into the following categories: general materials on opportunities abroad; study abroad/systems of higher education; funding for international activities; international internships; volunteer work abroad; short-term employment abroad; international careers; and travel. Resources considered to be essential to advisers or to a basic resource library are marked with an asterisk. Print resources usually include a brief annotation as well as source and price information. (DB)

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STUDY, WORK, AND TRAVEL ABROAD

A Bibliography

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STUDY, WORK, AND TRAVEL ABROAD

A Bibliography

National Association for Foreign Student Affairs
Section on U.S. Students Abroad

This bibliography, compiled by the Section on U.S. Students Abroad (SECUSSA) of the National Association for Foreign Student Affairs, consists of three major sections. The first is a list of key organizations and publishers that can furnish advisers with publications lists or free information on study/work/travel abroad. The second section identifies reference materials for study abroad advisers, divided into various subcategories. The third section lists reference materials to be included in a study/work/travel abroad resource library, again divided into subcategories. Items considered to be essential to advisers or to a basic resource library are marked with an asterisk. Their cost totals less than \$150 to members of NAFSA or the Institute of International Education.

While every attempt has been made to verify accuracy, the addresses, telephone numbers, and prices listed below are subject to change. Also, new and revised publications become available on a continuous basis.

This bibliography has been compiled by Catherine Gamon, Opportunities Abroad Advisor, UCSD International Center, Q018, University of California-San Diego, La Jolla, California 92093, telephone (619) 534-1123, with the assistance of Heidi Soneson, Study Abroad Coordinator, Montana State University, Bozeman, Montana 59717, telephone (406) 994-4031, and indebtedness to Lily von Klemperer, who did initial work on the bibliography and was, for many years, the biographer of study, work, and travel abroad publications.

Key Organizations/Publishers That Can Furnish Publications Lists and Free Information on Study/Work/Travel Abroad

Professional Associations

National Association for Foreign Student Affairs (NAFSA), 1860 19th Street, N.W., Washington, DC 20009, telephone (202) 462-4811

Council on International Educational Exchange (CIEE), 205 East 42nd Street, New York, NY 10017, telephone (212) 661-1414

Institute of International Education (IIE), IIE Books, 809 United Nations Plaza, New York, NY 10017, telephone (212) 984-5412

American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle, N.W., Suite 330, Washington, DC 20036, telephone (202) 293-9161

The International Society for Intercultural Training and Research (SIETAR International), 733 15th Street, N.W., Washington, DC 20005, telephone (202) 296-4710

Other Organizations/Publishers

The African-American Institute, 833 United Nations Plaza, New York, NY 10017. Publications on Africa.

AFS International/Intercultural, 313 East 43rd Street, New York, NY 11017, telephone (800) AFS-INFO. Occasional papers, orientation handbooks.

American Institute for Foreign Study (AIFS), 102 Greenwich Avenue, Greenwich, CT 06830. Study abroad advisers' guides.

American Scandinavian Foundation, Exchange Division, 127 East 73rd Street, New York, NY 10021. Free publications on study, work, and travel in Scandinavia; offers scholarships.

AMIDEAST, 1100 17th Street, N.W., Suite 300, Washington, DC 20036. Publications on systems of higher education in the Middle East and opportunities for U.S. students.

Association of Commonwealth Universities, John Foster House, 36 Gordon Square, London, England WC1H 0PF. Publications on the systems of higher education in Commonwealth countries.

Association of Universities and Colleges of Canada, 151 Slater Street, Ottawa, Ontario, K1P 5N1. Directories of Canadian universities and funding for study in Canada.

Austrian Institute, 11 East 52nd Street, New York, NY 10022.

Brigham Young University, David M. Kennedy Center for International Studies, Publication Services, Box 61, Provo, UT 84602. Publications on intercultural communication, orientation, and reentry.

British Information Services, 845 Third Avenue, New York, NY 10022. Free fact sheets on study in Britain.

Canadian Bureau for International Education, 85 Albert Street, Suite 1400, Ottawa, Ontario K1P 6A4, Canada. Publications on study abroad by the Canadian counterpart to NAFSA.

Copeland Griggs Productions, Inc., 302 23rd Avenue, San Francisco, CA 94121. Cross-cultural films, videos, and books.

The Experiment Press, Experiment in International Living, Kipling Road, Brattleboro, VT 05301. Handbooks on orientation and cross-cultural communication.

French Cultural Services, 972 Fifth Avenue, New York, NY 10021. A variety of free publications on French higher education and opportunities for U.S. students.

Gale Research Company, Book Tower, Detroit, MI 48226. Directories of universities abroad.

Garrett Park Press, Garrett Park, MD 20896. Career guides and publications on international affairs.

German Academic Exchange Service, 950 Third Avenue, 19th Floor, New York, NY 10022, telephone (212) 758-3223. Free materials on German education; offers scholarships.

Walter de Gruyter, 200 Saw Mill River Road, Hawthorne, NY 10532. Reference works on systems of higher education worldwide.

Intercultural Press, Inc., P.O. Box 768, Yarmouth, ME 04096. Materials on intercultural communication, orientation, and reentry.

International Publications Service, a division of Taylor and Francis, Inc., 242 Cherry Street, Philadelphia, PA 19106. Reference works on systems of higher education worldwide.

Learning Resources in International Studies, Suite 9A, 777 United Nations Plaza, New York, NY 10017. Materials on international education, study abroad, and international employment.

National Register Publishing Co., 3002 Glenview Road, Wilmette, IL 60091, telephone (800) 323-6772. Publishes the *Annual Register of Grant Support*.

Netherlands Universities Foundation for International Cooperation (NUFFIC), Badhuisweg 251, P.O. Box 90734, 2509 LS The Hague, Netherlands. Publishes materials on higher education and opportunities for foreign students in the Netherlands.

Organization of American States, General Secretariat, Washington, DC 20006. Materials on Latin America.

Oryx Press, 2214 North Central at Encanto, Phoenix, AZ 85004, telephone (800) 457-ORYX. Guides on systems of higher education and for funding activities abroad.

Peterson's Guides, Dept. 3101, P.O. Box 2123, Princeton, NJ 08540. Career and study abroad guides.

Sage Publications, Inc., 211 West Hillcrest Drive, Newberry Park, CA 91320. Social science publications, includes some cross-cultural communication titles.

Stockton Press, 15 East 26th Street, New York, NY 10010, telephone (800) 221-2123. Publications on universities worldwide.

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. A wide range of material, including country "background notes" series and travel-and-tourism bibliography.

The Swedish Institute, P.O. Box 7434, S-103 91 Stockholm, Sweden. Provides information about cultural and educational exchanges, scholarship opportunities.

UNIPUB, 4611-F Assembly Drive, Lanham, MD 20706, telephone (800) 274-4888. UNESCO publications on higher education; distributes directories of international development organizations.

Vacation Work, 9 Park End Street, Oxford OX1 1HJ, England. Numerous directories of international employment, particularly volunteer/short-term employment.

World Trade Academy Press, 50 East 42nd Street, New York, NY 10017. Publications on international employment.

Writer's Digest Books, 1507 Dana Avenue, Cincinnati, OH 45207. International employment directories; distributes many Vacation Work materials in the United States.

Key Publishers/Suppliers of Travel Guides

Banana Republic Travel Bookstore Catalog, Box 7737, San Francisco, CA 94120, telephone (800) 772-9977.

Blue Guides, W. W. Norton and Co., Inc., 500 Fifth Avenue, New York, NY 10110.

Book Passage, 51 Tamal Vista Boulevard, Corte Madera, CA 94925, telephone (415) 927-0960, (800) 321-9785.

Bookpeople, 2940 Seventh Street, Berkeley, CA 94710.

Bradt Enterprises, Inc., 95 Harvey Street, Cambridge, MA 02140, telephone (617) 492-8776.

Forsyth Travel Library, 9154 West 57th Street, P.O. Box 2975, Shawnee Mission, KS 66201.

Michelin Guides, P.O. Box 3305, Spartanburg, SC 29304, telephone (803) 599-0850.

Moon Publications, 722 Wall Street, Chico, CA 95298, telephone (916) 345-5413, 5473.

Nomadic Books, 401 N.E. 45th Street, Seattle, WA 98105, telephone (206) 634-3453.

Phileas Fogg's Books and Maps, #87 Stanford Shopping Center, Palo Alto, CA 94304, tel. (800) 233-FOGG (California) or (800) 533-FOGG (elsewhere in the United States).

St. Martin's Press, 175 Fifth Avenue, New York, NY 10010, telephone (212) 674-5161. Publishes *Let's Go Guides* and *Whole World Handbook*.

Note: the consulates, embassies, and information offices of many countries can furnish free information on study, work, and travel in the countries they represent.

Advisers' References

Study Abroad/International Education

* *NAFSA Newsletter*. Available from NAFSA, 1860 19th Street, N.W., Washington, DC 20009. \$30/year; included in annual membership fee. Published eight times per year, each 24- to 32-page issue contains current information about developments in foreign student advising, the teaching of English as a second language, community programs, admissions policies, and study abroad programming. The newsletter provides commentary on major governmental actions, carries in-depth examinations of issues and articles on practical applications of knowledge in the field, and explores the latest developments in international educational exchange. Paid advertisements contain information on the programs and materials of the many leading organizations and institutions in the field.

* *Educational Associate*. Available to designated institutional representatives and included in the institutional membership fee to the Institute of International Education, 809 United Nations Plaza, New York, NY 10017. This IIE membership newsletter, published five times annually, provides a chronicle of trends and resources in international education.

* *CIEE Campus Update*. Monthly. Available from the Council on International Educational Exchange, 205 East 42nd Street, New York, NY 10017. Free.

CIEE's monthly newsletter reports on developments in the field of international educational exchange as well as programs and events organized by the council. Designed for advisers, administrators, and educators.

* *Study Abroad: Handbook for Advisers and Administrators*. NAFSA. 1979. Available from NAFSA (address above). \$5.95.

This guide will serve as a reference work to which advisers, administrators, faculty committees, and others concerned with study abroad can turn for information, points of view, practices, alternatives, suggestions, and cautions.

"*The Study Abroad Center: A Visual Workshop*." Available on loan from NAFSA (address above). Free, although borrowers must pay for return postage and insurance.

Although the specific publications featured are dated, this presentation is valuable in assisting study abroad advisers to organize an office and plan advising and administrative services. Slides from 12 U.S. study abroad offices, representing a variety of institutions, are included. Available on slide/tape or 3/4" videotape.

Advisor's Guide to Study Abroad. Cecilia C. Baumann. 1975. Available from CIEE (address above). Free.

This guide identifies the basic questions asked about study abroad and provides information to answer these questions.

Educating American Undergraduates Abroad: The Development of Study Abroad Programs by American Colleges and Universities. John Bowman. 1987. Available from CIEE (address above). \$4 plus postage and handling.

This paper is the first major work tracing the development of study abroad programs by U.S. institutions. Bowman, who served 27 years as executive director of CIEE, documents the growth and changing face of international educational exchange over the last forty years.

Abroad and Beyond: Patterns in American Overseas Education. Craufurd Goodwin and Michael Nacht. 1988. Available from Cambridge University Press, 519 North Avenue, New Rochelle, NY 10801. \$7.95 paperback; \$22.95 hardcover.

Goodwin and Nacht's IIE-sponsored analysis of the fast-growing field of study abroad contains discussion of the issues study abroad presents to U.S. higher education—and the consequent policy decisions administrators face.

Educating for Global Competence: The Report of the Advisory Council for International Educational Exchange. CIEE. 1988. Available from CIEE (address above). Free.

In this report, an advisory group of distinguished figures from U.S. education, business, and government reviews the current state of study abroad and makes recommendations for the future.

Research on U.S. Students Abroad: A Bibliography with Abstracts. Henry D. Weaver, ed. 1989. Available from CIEE (address above). \$12 plus postage and handling.

This bibliography provides a comprehensive listing of studies from all disciplines about U.S. students studying abroad. Approximately 250 entries are abstracted by Barbara B. Burn, Jerry S. Carlson, Jrgen C. Kempff, Judith N. Martin, and John Useem.

A Profile of the U.S. Student Abroad. Jolene Koester. 1985. Available from CIEE (address above). \$10 plus postage and handling.

This study provides descriptive information about U.S. students who have worked, studied, or traveled abroad. It is based on data from questionnaires distributed to students applying for the International Student ID Card in 1983.

A Profile of the U.S. Student Abroad—1984 and 1985. Jolene Koester. 1987. Available from CIEE (address above). \$10 plus postage and handling.

Koester's report, based on data from 1984 and 1985, analyzes the reasons for student travel abroad and assesses its impact.

Building the Professional Dimension of Educational Exchange. Edited by Joy Reid. 1988. Available from Intercultural Press, P.O. Box 768, Yarmouth, ME 04096. \$19.95 plus shipping.

The first book devoted exclusively to defining the theoretical and operational domains of the international educational exchange professional, this work is derived from papers presented at NAFSA's 1987 national conference.

Standards and Responsibilities in International Educational Exchange. NAFSA. 1981. Available from NAFSA (address above). \$2.95.

Designed for institutional policymakers and policy implementers, this publication advocates a set of standards that will guide the effective execution of responsibilities in international student education by professional or volunteer staff, whether full-time or part-time. It includes information on policy considerations; standards and principles for staff and for non-formal education; external relations; student responsibilities; and decisions with respect to study abroad programs.

Principles for International Educational Exchange. NAFSA. 1983. Available from NAFSA (address above). Free.

This work establishes principles for effective practice by those involved in the various aspects of international educational exchange.

NAFSA Self-Study Guide. 1983. Available from NAFSA (address above). \$6.

This 44-page guide facilitates the self-assessment of international educational exchange programs and services at post-secondary institutions.

Credit Transfer/Evaluation of Programs Abroad

* *Study Abroad Programs: An Evaluation Guide.* Prepared by the AACRAO-NAFSA Task Force on Study Abroad. 1979. Available from NAFSA (address above). \$5.95.

Through a series of carefully phrased questions, this guide provides a systematic analysis of the major components of study abroad programs. An evaluation procedure will reveal the strengths and weaknesses of a given program and identify improvements to make the program more effective and viable.

* *Work-Study-Travel Abroad Guidelines* for students, teachers, counselors, and parents about organizations sponsoring work, study, or travel abroad. 1985. Available from U.S. Information Agency, Office of Public Liaison, 301 Fourth Street, S.W., Washington, DC 20547, telephone (202) 485-2355. Free.

This brochure poses questions to aid in evaluation of educational programs abroad.

* *How to Read Study Abroad Literature.* Lily von Klemperer. Reprinted from the December 1976 NAFSA Newsletter.

This pamphlet on how to evaluate a description of a study abroad program to determine its legitimacy is reprinted in IIE's *Vacation Study Abroad*, 1990 and *Academic Year Abroad*, 1990 (see below).

Transcripts from Study Abroad Programs: A Workbook. Edited by Eleanor Krawutschke and Thomas Roberts. 1986. Available from NAFSA (address above). \$6.95.

This workbook, designed for use both by those responsible for making credit-transfer determinations and those advising students on study abroad, provides guidelines for the documentation necessary in an ideal transcript, an analysis of current transcript practices by college- and agency-sponsored programs, and recommendations for establishing oncampus procedures.

Evaluating Academic Programs Abroad: The CIEE Project. Irwin Abrams and Francis H. Heller. 1978. Available from CIEE (address above). \$4 plus postage and handling.

The work summarizes the council's activity in the area of evaluation of overseas educational programs for U.S. students.

Recording the Performance of U.S. Undergraduates at British Institutions: Guidelines Toward Standardized Reporting for Study Abroad. Edited by David Rex and Thomas Roberts. 1988. Available from NAFSA (address above). \$3.25.

This booklet provides guidelines to officials at British educational institutions for reporting the academic performance of U.S. study abroad students. The credit and grading practices of the U.S. higher education system are explained, and the background and rationale for American reporting requirements are provided.

General Cross-Cultural References

* *Survival Kit for Overseas Living.* 2nd ed. L. Robert Kohls. 1984. Available from Intercultural Press, P.O. Box 768, Yarmouth, ME 04096. \$7.95 plus shipping.

The *Survival Kit* provides a series of practical, do-it-yourself exercises for Americans planning to live and work abroad. It offers guidelines on how to set objectives for an overseas experience, how to become a foreigner with style and understanding, how to get to know your host culture, and how to combat culture shock. The new edition, which includes a chapter on going home and dealing with reentry, has an expanded resource list.

Transcultural Study Guide. Volunteers in Asia. 1975 (reprinted 1987). Available from Volunteers in Asia, Box 4543, Stanford, CA 94309, telephone (415) 723-3228. \$4.95 plus \$1.50 postage and handling.

A series of questions organized under various categories helps students make the most of an educational experience abroad.

Culturgrams: The Nations Around Us. Vols. 1 (1986) and 2 (1987). Center for International Studies, Brigham Young University. Also available from Intercultural Press (address above). \$15.95 each plus shipping.

These collections of four-page summaries of the basic features of 50 cultures worldwide provide a quick overview for prospective travelers.

On Being Foreign: Culture Shock in Short Fiction. Edited by Tom Lewis and Robert Jungman. 1986. Available from Intercultural Press (address above). \$14.95 plus shipping.

This international anthology provides insights into culture shock and cross-cultural adjustment through the eyes of fictional characters from twenty short stories.

Culture Shock. Adrian Furnham and Stephen Bochner. 1986. Methuen. Also available from Intercultural Press (address above). \$15.95 plus shipping.

This work is the first comprehensive study of the adjustment experience of tourists, travelers, and sojourners.

Toward Internationalism: Readings in Cross-Cultural Communication. 2nd edition. Edited by Elise C. Smith and Louise Fiber Luce. 1979. Harper & Row. Also available from Intercultural Press (address above). \$15.95 plus shipping.

This book presents fourteen essays by leaders in the field of intercultural communication.

Intercultural Communication: A Reader. 5th edition. Edited by Larry A. Samovar and Richard E. Porter. 1988. Wadsworth. Also available from Intercultural Press (address above). \$18.95 plus shipping.

This work is a basic text on intercultural communication concepts and theories.

Pre-departure and Reentry Orientation Resources

(see also general cross-cultural references, listed above)

Orientation Handbook for Youth Exchange Programs. Cornelius Grove. 1989. Available from Intercultural Press (address above). \$19.95 plus shipping.

Although designed for youth exchange programs, this handbook contains cross-cultural training materials that may also be used with college students. These materials are drawn from the series of orientation handbooks compiled and published by AFS International Intercultural Programs.

"Going International." Copeland Griggs Productions. Available from Copeland Griggs Productions, Inc., 302 23rd Avenue, San Francisco, CA 94121. Also available from Intercultural Press (address above). \$350/purchase; \$75/rental; \$25/preview per film/videotape plus shipping for nonprofit organizations.

These seven films/videotapes examine different aspects of cross-cultural experience from the perspective of individuals who have lived abroad as well as professionals in cross-cultural communication. Several are particularly useful in pre-departure or reentry orientations for college students.

"Cold Water." Noriko Ogami. 1986. Available from the International Student Office, Boston University, 19 Deerfield Street, 2nd Floor, Boston, MA 02215, telephone (617) 353-3565. \$70 for purchase/\$35 for rental. Also available from Intercultural Press (address above). \$125 for purchase/\$35 for rental.

This videotape, consisting of interviews with a number of foreign students, deals with issues of cross-cultural adjustment and values. It can be used effectively in pre-departure orientations for U.S. students as well as in other cross-cultural training situations, and is accompanied by a facilitator's guide.

"Bafá Bafá." R. Garry Shirts. 1978. Available from Intercultural Press (address above). \$69.95 plus shipping.

In this classic simulation game of intercultural experience, participants assume roles from two different cultures.

Cross-Cultural Orientation: New Conceptualizations and Applications. Edited by R. Michael Paige. Available from University Press of America, 4720 Boston Way, Lanham, MD 20706. \$18.50.

This in-depth series of articles deals with central themes of cross-cultural orientation.

Multicultural Education: A Cross-Cultural Training Approach. Edited by Margaret D. Pusch. 1981. Available from Intercultural Press (address above). \$13.95 plus shipping.

The book reviews multicultural education in the United States, presents basic intercultural concepts, and offers strategies for teaching in the multicultural classroom.

Cross-Cultural Reentry: A Book of Readings. Clyde N. Austin. 1986. Available from Intercultural Press (address above). \$15.95 plus shipping.

This collection of 25 articles deals with reentry issues in general, issues related to specific groups, and strategies for reducing reentry stress. It includes exercises and other materials for use by individuals or in workshops and seminars.

Re-Entry for Study Abroad Students. Gloria Kenny and Lily von Klempner. 1988. Available from AIFS (address above).

The second in a series of study abroad advisers' guides published by AIFS, this brochure identifies reentry issues and strategies for students and advisers.

Note: There are numerous other cross-cultural reference materials of potential use to a study abroad adviser and/or library. The Intercultural Press is the most comprehensive single source of such items. Many materials are also available through the International Society for Intercultural Training and Research.

Reference Materials To Be Included in a Study/Work/Travel Abroad Resource Library

General Materials on Opportunities Abroad (Combining Study/Work/Travel)

* *Basic Facts on Study Abroad*. NAFSA, IIE, and CIEE. 1987. Available from NAFSA, IIE, or CIEE (addresses above). NAFSA: single copy free; IIE: \$35/100; CIEE: single copy free, \$35/100.

This key brochure lists resources, publications, and tips for those planning to study abroad. *Basic Facts* aids students in selecting an educational program abroad, provides information on financial aid resources, and directs students to organizations involved in study abroad. We recommend having multiple copies available for students.

* *Work, Study, Travel Abroad: The Whole World Handbook, 1990-91*. Edited by Del Franz, Council on International Educational Exchange (CIEE). 10th ed., 1990. Available from CIEE (address above), or (bulk orders) from Director of Special Sales, St. Martin's Press, 175 Fifth Avenue, New York, NY 10010, telephone (800) 221-7945. \$10.95.

The most important single reference book on study, work, and travel abroad refers to hundreds of organizations that can supply information as well as to academic and experiential programs abroad.

* *Transitions Abroad: Guide to International Study, Work, and Travel*. Available from Transitions Abroad, 18 Hulst Road, Box 344, Amherst, MA 01004. \$15/5 issues; \$28/10 issues. Also available in bulk (\$50/100 copies).

Published five times a year, this periodical is packed with information on programs abroad and returnees' reports. It includes an annual Educational Travel Directory of information on employment, education, travel, and living abroad.

* *A Guide to Educational Programs in the Third World*. CIEE. 1988. Available from CIEE (address above). Free.

This booklet provides brief descriptions of nearly two hundred programs offered by CIEE's member institutions for study in developing countries. Also included is a general statement on the benefits of studying in the Third World.

The Teenager's Guide to Study, Travel, and Adventure Abroad. Marjorie A. Cohen. 1989. Available from CIEE (address above). \$9.95 plus postage and handling.

This work lists opportunities abroad especially appropriate for teenagers.

A World of Options: Guide to International Exchange, Community Service, and Travel for Persons with Disabilities. Susan Sygall. 1985. Available from Mobility International USA, P.O. Box 3551, Eugene, OR 97403, telephone (503) 343-1284. \$13.

A wide variety of programs for study, work, or travel abroad is listed, with an indication of "implications for persons with disabilities" for each entry.

The Overseas List: Opportunities for Living and Working in Developing Countries. David M. Beckmann, Timothy J. Mitchell, and Linda L. Powers. 1986. Minneapolis: Augsburg Publishing House. Also available from Intercultural Press, Box 768, Yarmouth, ME 04096. \$13.95 plus shipping.

This comprehensive guide identifies organizations, information, and resources on working overseas in developing countries. While oriented to those with a religious vocation, it constitutes a valuable sourcebook for anyone looking for service-oriented experiences abroad.

Learning Vacations. Gerson G. Eisenberg. 1987. Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540. \$9.95.

Vacation study options in the United States and abroad are identified.

Opportunities Abroad for Teachers. American Federation of Teachers International Affairs Department. No date. Available from the American Federation of Teachers, 555 New Jersey Avenue, N.W., Washington, DC 20001. Item no. 589. 60 cents per copy; \$15 for 100 copies.

Programs and information sources are listed for educational opportunities abroad of special interest to teachers and educators.

Study and Teaching Opportunities Abroad: Sources of Information about Overseas Study, Teaching, Work, and Travel. Pat Kern McIntyre. U.S. Department of Health, Education, and Welfare, Office of Education. 1986. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. \$9.

This is a basic listing of a variety of opportunities.

Study Abroad/Systems of Higher Education

* *Academic Year Abroad, 1990/91.* Edited by Marguerite Howard. 1990. Available from IIE (address above). \$29.95 (included in institutional membership fee to IIE).

This comprehensive annual listing of academic year, semester, and quarter programs abroad includes sections on programs sponsored by accredited U.S. colleges and universities and programs sponsored by non-U.S. colleges and universities, language schools, and other U.S. and foreign organizations. Study-abroad statistics for 1987/88 are also included.

* *Vacation Study Abroad, 1990.* Edited by Marguerite Howard. 1990. Available from IIE (address above). \$24.95 (included in institutional membership fee to IIE).

This work lists programs offered in the summer by either U.S. or foreign institutions.

Locator Service for Study Abroad. IIE. 1990. Available from IIE (address above). Initial subscription fee \$175 for IIE Educational Associate member universities, \$275 for others. Renewal \$125 for members, \$225 for others.

IIE's study abroad guides now are available in this database for IBM-compatible microcomputers with at least 10 megabytes of available hard-disk capacity.

"Planning for Study Abroad." IIE. 1989. Available from IIE (address above). \$24.95 IIE Educational Associates, \$49.95 others.

This advising video presents the essential facts on study abroad. Information comes from students themselves, who help their peers think about opportunities—and issues—that international study presents. Guidance in areas such as academic credit and finance is offered by study abroad advisers.

Study Holidays. Published by the Central Bureau (England). 1988. Available in the United States from IIE (address above). \$18.95.

This work lists more than 600 organizations offering language and civilization courses in Europe.

The Insider's Guide to Foreign Study. Benedict A. Leerburger. 1987. Addison-Wesley Publishing Company. \$12.95.

More than 400 programs abroad for students and vacation travelers are listed, as are sources of further information.

Management Study Abroad 1989-91. IIE. 1988. Available from IIE (address above). \$18.95.

Information is presented on some 500 programs worldwide in international business, management, trade, finance, banking, accounting, economics, public and health care administration, management information systems, and other management-related fields.

Study and Research Opportunities in the Middle East and North Africa. Edited by Leslie C. Schmida. 1985. Available from AMIDEAST, 1100 17th Street, N.W., Suite 300, Washington, DC 20036. \$7.95.

Information is presented on study programs, research opportunities, and funding for educational activities.

Higher Education in the United Kingdom, 1989-90: A Handbook for Students from Overseas and Their Advisers. The British Council and the Association of Commonwealth Universities. 1989. Available from ORYX Press, 2214 North Central at Encanto, Phoenix, AZ 85004, telephone (800) 457-ORYX. \$29.95.

This introduction to the British educational system also contains information on courses and degrees.

Higher Education in the European Community: Student Handbook. Edited by Brigitte Mohr and Ines Liebig. 1988. Available from ORYX Press, 2214 North Central at Encanto, Phoenix, AZ 85004, telephone (800) 457-ORYX. \$29.50.

This work is a useful summary of information on systems of higher education in member states of the European Community. (Note: Additional free information is available from the embassies, consulates, and information offices of the countries concerned, as well as from such organizations as the German Academic Exchange Service.)

Australian Study Opportunities, 1989/90. Available from IIE (address above). \$18.95.

This guide to Australian higher education provides institutional profiles, course offerings, and costs for all Australian postsecondary institutions, as well as an overview of study in Australia written especially for the overseas student.

The World of Learning. 1989. Available from Gale Research Company, Book Tower, Department 77748, Detroit, MI 48277-0748, telephone (800) 223-GALE. \$255.

The standard, authoritative guide to educational, scientific, and cultural institutions and organizations all over the world, this work is the most crucial of several references providing such information.

Commonwealth Universities Yearbook. Association of Commonwealth Universities. 1989. Available in the United States from Stockton Press, 15 East 26th Street, New York, NY 10010, telephone (800) 221-2123. \$199.

This annual work provides information on 500 university institutions in 29 countries or regions of the Commonwealth. Chapters on universities contain lists of administrative and teaching staff, addresses and telephone numbers, and statistics.

"AACRAO World Education Series." Currently about 25 titles available, dates vary, prices range from \$2 to \$10 each. Available from American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle, N.W., Washington, DC 20036.

Written primarily for admissions officers evaluating credentials of incoming foreign students, this series offers useful objective information and subjective evaluations on systems of higher education as well as individual institutions.

Funding for International Activities

Financial Aid for Study Abroad: A Manual for Advisers and Administrators.

Edited by Stephen Cooper, William K. Cressey, and Nancy Stubbs. 1990. Available from NAFSA (address above). \$6.95.

This sourcebook addresses application of primarily federal sources of financial aid to the study abroad programs of undergraduate students, as well as how to utilize this information to help shape institutional policies.

* *Financial Resources for International Study.* IIE and Peterson's Guides. 1989. Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543, telephone (800) EDUDATA. \$36.95 plus \$5.75 shipping.

This book contains all the most relevant information on grants and fellowships available to U.S. undergraduates, graduates, postgraduates, and professionals planning study or research in other countries.

Fellowships, Scholarships, and Related Opportunities in International Education. Edited by James Gehlhar. 1989. Available from the Division of International Education, 205 Alumni Hall, University of Tennessee, Knoxville, TN 37916. \$10.

This publication lists granting agencies to which U.S. students may apply for financial assistance for study and/or research overseas.

The Young American's Scholarship Guide to Travel and Learning Abroad. Edited by Joseph Lurie. 1986. Available from Intravco Press, 211 East 43 Street, Suite 1303, New York, NY 10017, telephone (212) 972-1155. \$12.95 plus \$2 postage and handling. Prepaid orders only.

This work lists scholarships associated with more than 4,000 programs in 80 countries. Although targeted at pre-college students, it identifies some opportunities open to university students.

Study Abroad, 1989-91. UNESCO. 1989. Available from Intercultural Press (address above), \$17.95 plus shipping.

This listing of international scholarships and courses covers its topic in the broadest sense and is therefore useful to foreign students in the United States as well as U.S. students intending to go abroad.

The International Scholarship Book. Daniel J. Cassidy. 1988. Available from Prentice Hall, Inc., West Nyack Distribution Center, Route 59 at Brook Hill Drive, P.O. Box 515, West Nyack, NY 10994. \$19.95.

Private sector funding sources for study abroad are identified.

A Selected List of Fellowship Opportunities and Aids to Advanced Education for U.S. Citizens and Foreign Nationals. Spring 1984. Available from the Publications Office, National Science Foundation, 1800 G Street, N.W., Washington, DC 10550. Free.

Many of the major sources of funding listed many of which are applicable to international activities.

Financial Aid Ideas for Study Abroad. Jon Booth. 1987. Available from the American Institute for Foreign Study, 102 Greenwich Avenue, Greenwich, CT 06830. Free.

The first in a series of study abroad advisers' guides contains basic tips on making education abroad more affordable for students.

Annual Register of Grant Support. 1987-88 (revised annually in September). Available from National Register Publishing Co., 3002 Glenview Road, Wilmette, IL 60091, telephone (800) 323-6772. \$96 plus \$3.75 shipping.

This work and the following two entries provide comprehensive listings of scholarships, fellowships, and grants, many of which are international in scope.

The Grants Register. 10th ed., 1987-89 (revised in December every other year). Available from St. Martin's Press, Inc., 175 Fifth Avenue, New York, NY 10010. \$59.95.

This work is a directory of scholarships, fellowships, prizes, and other sources of financial aid for professional and academic work beyond the undergraduate level.

Foundation Grants to Individuals. 6th ed. (revised biennially in October). 1988. Available from the Foundation Center, 79 Fifth Avenue, New York, NY 10003, tel. (800) 424-9836. \$24.

This work provides guidance to money for educational assistance, travel or study abroad, emergency help or medical aid, and special research or projects in the arts, sciences, social sciences, and humanities.

Fulbright and Other Grants for Graduate Study Abroad. IIE. Available from IIE, U.S. Student Programs, 809 U.N. Plaza, New York, NY 10017. Free.

This work describes IIE-administered fellowships available to U.S. graduate students wishing to study or conduct research abroad.

International Student Identity Card Scholarship Fund. Available from CIEE (address above). Free.

This work describes scholarships the Council on International Educational Exchange awards to help support U.S. high school and college students planning an educational experience in the Third World; it includes eligibility information and application instructions.

International Internships

* *Directory of International Internships: A World of Opportunities.* Edited by Jeffery Roberts, Charles A. Gliozzo, and John D. Shingleton. 1987. Available from Office of Overseas Study, 108 International Center, Michigan State University, East Lansing, MI 48824. \$12.50 (includes postage and handling).

A wide variety of experiential educational opportunities abroad are listed—for academic credit, for pay, or simply for experience.

International Directory for Youth Internships with the United Nations, Its Specialized Agencies, and Non-Governmental Organizations. 1984-85. Available from Learning Resources in International Studies, Suite 9A, 777 United Nations Plaza, New York, NY 10017. \$4.95 plus \$2.00 postage and handling.

Information is provided on U.N. agencies and nongovernmental organizations, including positions available and required qualifications.

Internships 1989 (revised annually). Edited by Katherine Jobst. Available from Writer's Digest Books, 1507 Dana Avenue, Cincinnati, OH 45207. \$21.95.

"How-to's" and listings are provided, plus a chapter on international internship programs.

Volunteer Work Abroad

* *Volunteer! The Comprehensive Guide to Voluntary Service in the U.S. and Abroad.* 1990-91 ed. The Commission on Voluntary Service and Action and Council on International Educational Exchange. 1990. Available from CIEE (address above). \$6.95 plus postage.

This work lists volunteer service opportunities abroad and in the United States.

Alternatives to the Peace Corps: Gaining Third World Experience. Becky Buell. 1988. Available from Food First Books, 145 Ninth Street, San Francisco, CA 94103. \$5 plus postage and handling.

This publication contains listings of volunteer service organizations as well as organizations offering study tours and alternative travel opportunities.

ODN Opportunities Catalog. The Stanford International Development Organization. 1985. Available from ODN Opportunities Catalog, P.O. Box 2306, Stanford, CA 94305. \$16.70.

The catalog describes internships and employment and research opportunities for college students and recent graduates interested in Third World development.

The International Directory of Voluntary Work. David Woodworth. 1989. Available from Vacation Work Publications, 9 Park Street, Oxford OX1 1HJ, England. £7.95.

Covering every aspect of voluntary work, this publication describes hundreds of agencies offering jobs.

1989 International Workcamp Directory. Volunteers for Peace. Available from Volunteers for Peace, 43 Tiffany Road, Belmont, VT 05730. \$10.

This annual directory contains announcements on more than 700 workcamps for the summer and fall of the year of publication; it lists volunteer work opportunities in Western and Eastern Europe.

Volunteer Vacations. Bill McMillon. 1989. Available from the Chicago Review Press, 814 North Franklin Street, Chicago, IL 60610. \$11.95.

This directory lists 125 organizations sponsoring projects in the United States and abroad.

International Workcamps. Available from CIEE (address above). Free.

The council's International Workcamps program is designed for persons interested in community service with a group of international volunteers. The brochure includes an application form and describes options in 15 countries of Eastern and Western Europe as well as North America.

Short-Term Employment Abroad

* *Work Abroad.* Available from CIEE (address above). Free.

This annual contains information and application forms for the CIEE work abroad program, which grants short-term working papers to U.S. college students for travel to France, Germany, Britain, Ireland, New Zealand, Costa Rica, and Jamaica.

* *Work Your Way Around the World.* Susan Griffith. 1987. Available from Writer's Digest Books, 1507 Dana Avenue, Cincinnati, OH 45207. \$10.95.

This is an outstanding guide to short-term casual employment abroad.

Working Holidays, 1990. Published by the Central Bureau (England). 1990. Available in the United States from IIE (address above). \$18.95.

This guide provides information about paid and volunteer work worldwide.

1989 Directory of Overseas Summer Jobs (revised annually). Available from Writer's Digest Books (address above). \$9.95.

This directory lists temporary jobs worldwide.

The Directory of Work and Study in the Developing Countries. David Leppard. Available from Vacation Work Publications, 9 Park End Street, Oxford OX1 1HJ, England. £6.95.

This book is a guide to employment, voluntary work, and academic opportunities in the Third World.

1989 Summer Jobs in Britain (revised annually). Available from Writer's Digest Books (address above) and from CIEE (address above). \$9.95.

This work lists temporary jobs in Britain.

Emplois d'Été en France 1988 (revised annually). Available from CIEE (address above). \$10.95 plus shipping.

This work lists temporary jobs in France.

Jobs in Japan: The Complete Guide to Living and Working in the Land of Rising Opportunity. John Wharton. 1986. Available from Global Press, 1510 York Street, Suite 204, Denver, CO 80206. \$10.95. Also available from Intercultural Press (address above). \$13.95 plus shipping.

This is the definitive guide to working in Japan.

International Careers

* *International Jobs: Where They Are, How to Get Them.* Eric Kocher. 1984. Available from Addison Wesley Publishing Co., Route 128, Reading, MA 08167, telephone (800) 447-2226. Also available from Learning Resources in International Studies, Suite 9A, 777 United Nations Plaza, New York, NY 10017. \$9.95.

This is one of several directories listing organizations involved in international activities and suggesting how to go about exploring job/career options.

Directory of American Firms Operating in Foreign Countries. 1987. Available from the World Trade Academy Press, 50 East 42nd Street, New York, NY 10017. \$175.

This comprehensive book lists U.S. firms operating overseas.

The World Says "Welcome" When You Know the Language. 1987. Available from Monterey Institute of International Studies, ("Monterey Tapes"), 425 Van Buren Street, Monterey, CA 93940, telephone (408) 647-4123. \$89.

This videotape, which provides an overview of international career opportunities using foreign languages, can be used effectively in promoting study abroad/foreign language study.

Making It Abroad: The International Job Hunting Guide. Howard Schuman. 1988. Available from Intercultural Press (address above). \$13.95 plus shipping.

This is a practical guide to job-hunting abroad.

Employment Abroad: Facts and Fallacies. Edited by Rachel Theus. 1986. Available from the International Division of the Chamber of Commerce of the United States, 1615 H Street, N.W., Washington, DC 20062. \$6.

This book offers the "realities" of international employment.

Careers in International Affairs. 1986. Available from Career Guide, School of Foreign Service, Georgetown University, Washington, DC 20057. \$12.95.

This work is one of the best "how-to's" and listings of prospective employers.

Guide to Careers in World Affairs. 1987. Available from the Foreign Policy Association, Inc., 729 Seventh Avenue, New York, NY 10019. \$10.95 plus \$1.50 postage.

This guide is similar to *Careers in International Affairs*.

Teaching Abroad. 4th ed. Edited by Marguerite Howard and Carol Weeg. 1988. Available from IIE (address above). \$21.95.

The book describes exchanges and sources of information for U.S. teachers and administrators interested in working abroad.

Teaching Opportunities in the Middle East and North Africa.

AMIDEAST. 1987. Available from AMIDEAST, 1100 17th Street, N.W., Suite 300, Washington, DC 20036. \$14.95.

This book contains lists of employment opportunities for teachers, trainers, and administrators.

Travel

* *CIEE Student Travel Catalog.* Revised annually. Available from CIEE (address above). Free.

This 68-page guide covers rail passes, insurance, work and study opportunities abroad, tours, airfares, car rentals, hostels, and more. Included are descriptions of the services provided by the Council on International Educational Exchange and its subsidiary, Council Travel. CIEE will supply in bulk.

* *Let's Go* series. Revised annually. Titles include Britain and Ireland; France; Italy; Greece; Israel and Egypt; Mexico; and Spain, Portugal, and Morocco. Available from most bookstores and from CIEE, 205 East 42nd Street, New York, NY 10017. Approximately \$13 each.

Background Notes on the Countries of the World. U.S. Department of State. Published irregularly. Available from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402. Complete set of current notes is \$56; annual subscription for updates is \$14.

These capsule descriptions present basic features of countries worldwide.

Lonely Planet series. A wide array of "travel survival kits" and other guidebooks for "shoestring" travelers to Third World destinations. Available from various suppliers, including Lonely Planet Publications,

P.O. Box 2001-A, Berkeley, CA 94702, and Nomadic Books, 401 N.E. 45th, Seattle, WA 98105.

Blue Guides series. Available from W.W. Norton and Co., Inc., 500 Fifth Avenue, New York, NY 10110.

Michelin Guide series. Available from Michelin Guides, P.O. Box 3305, Spartanburg, SC 29304.

John Muir publications. "Through the Back Door" and "22 Days" guides. Available from John Muir Publications, P.O. Box 613, Santa Fe, NM 87504. Also distributed by W.W. Norton & Co.

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